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## CATAWBA COUNTY GOVERNMENT BUILDING SERVICES DIVISION EXPRESS PLAN REVIEW

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### GENERAL INFORMATION/PROVISIONS

The Catawba County Building Services Division implemented a development review process to provide customers the opportunity to have their design professionals' meet with local government officials to accelerate plan approvals and permit issuance. The program is scheduled on Wednesdays and presently includes alterations, interior up-fits, new construction, additions and change of use.

This optional service allows projects to accelerate the review and permitting process, thus allowing construction to begin sooner. This service is heavily dependent on the completeness of plans and associated documents that are submitted. *Due to the inherent dangers associated with **Hazardous** locations this occupancy classification will not be permitted to use express plan review.*

#### **Scheduling:**

The design coordinator may contact Permit Center Supervisor Rick Frady (828) 466-5125 to identify available dates and times. A North Carolina licensed professional must coordinate all projects. An express plan review application shall then be forwarded to the Permit Center Supervisor for processing and confirmation. Please refer to the application and this package for all required documentation that must be completed in order to receive a confirmed review date. The Permit Center Supervisor must receive applications no later than 12 noon on Tuesdays to ensure ample time to forward the application to all departments involved in the review process. Once all departments have cleared the project for review the applicant will be provided a confirmation number, date and time. All complete applications received before noon Tuesday are eligible for express plan review the following week on Wednesday unless the day has already been booked. Applications should be faxed to (828) 465-8375.

#### **Confirmation:**

After the express plan review application is received, a confirmation number will be assigned and a receipt confirmation will be faxed or emailed to the design coordinator within 24 hours. The applicant will be contacted after the application and documentation is reviewed by all agencies and the proposed project is determined to be appropriate for express plan review. A faxed or emailed confirmation will be sent identifying the date and time.

#### **Cancellation/ Rescheduling**

All cancellations/rescheduling must be made no later than three (3) business days prior to the confirmed date for express plan review. This will allow possibly scheduling another project for review that may be waiting.

#### **Initial Review Costs:**

\$950.00 per hour for exterior work, \$800.00 per hour for interior work  
All projects requiring review by Environmental Health will be assessed an additional fee of \$200.00 at completion of Express Plan Review.  
*\*Contractors will be responsible for all permit fees relating to building, plumbing, mechanical, electrical, fire prevention and zoning disciplines at time of permit issuance.*



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**CATAWBA COUNTY GOVERNMENT  
BUILDING SERVICES DIVISION  
General Provisions (Continued)**

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**Plans:**                    **Plans shall be available at scheduled time.**

**Interior Work:** Six (6) sets of sealed plans are required. Eight (8) sets are required for projects including food/beverage service. (Catawba County Environmental Health as well as utility departments will review this set.)

**Exterior Work:** Seven (7) sets of sealed plans are required. Eight (8) sets are required for projects including food/beverage service. (Catawba County Environmental Health will review this set.)

Each set of plans **must be assembled** and ready prior to the Express Plan Review. When design involves metal buildings, trusses, pre-cast etc., these sealed plans must be included in the package or a sealed letter from the firms' structural engineer identifying the design loads. All blue print sheets are required to be sealed by the N.C. professional engineer and N.C. registered architect responsible for the design.

**Prior Approvals:**    Projects that require any type of pre-approval (County Commission, City Council, Planning Board, Board of Adjustment, Subdivision Approval, Storm Water plan Approval, Recorded Plats, NCDENR Erosion Control Plan, City Attorney, Septic Systems, Community Water Systems, etc.) must have these approvals in place prior to the Express Plan Review. Any pending approval(s) will result in cancellation of the express plan review. ***Please note that the County or Municipal Attorneys office is not part of the Express Plan Review.***

**Attendees:**            The owner, project coordinator, project design coordinator and all individuals whose professional seal appears on the project plans (architect, structural engineer, civil engineer, plumbing, mechanical, electrical engineer, landscape architect) must attend the express plan review session. *Food Service Operators are also required to be in attendance for any occupancy that includes food/beverage service.* **Failure to be in attendance will result in immediate rejection without review and forfeiture of fee.**

**Payment:**            Payment must be made at completion of the review. If payment is not received the project design coordinator may fill out a billing application and request billing services. Failure to pay will subject the project design coordinator/firm to the County Delinquent Account Policy.

**Permit Issuance:**    If all required information and forms have been received, permits are normally issued within 24 hours of approval. Express Review fees must be paid in full prior to permit issuance.